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PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Special Transitional Separate Maintenance Allowance During the Coronavirus Disease 2019 Pandemic

Due to the coronavirus disease 2019 (COVID-19) pandemic, the Department of State (DOS) has determined that unusual circumstances exist and has approved the use of special Transitional Separate Maintenance Allowances (TSMA).

Unless eligibility is terminated pursuant to one of the additional scenarios outlined below, or otherwise terminated earlier, this special TSMA will remain an option for Department of Defense (DoD) civilian employees for up to 1 year from the date of this authorizing memorandum. In order to be eligible, DoD civilian employees and their eligible family members (EFMs) must be affected by travel restrictions triggered by COVID-19 and fall into one of the three scenarios outlined below.

In each of the scenarios below where TSMA is approved, the TSMA will terminate within 10 days of DOS's determination that an overseas location has successfully completed its transition to Phase 3 of DOS's Diplomacy Strong Framework ("Phase 3").

First Situation: A DoD civilian employee's EFMs are on Global Authorized Departure or a location-specific Authorized Departure/Ordered Departure and are residing in commercial quarters while the DoD civilian employee is at his/her overseas duty assignment. The 180-day limit of Subsistence Expense Allowance has been reached and the relevant COVID-19-related Authorized Departure/Ordered Departure has been terminated, but the overseas location is not yet at Phase 3 and EFMs are unable to travel to the overseas location due to COVID-19-related travel restrictions. In this situation, TSMA may be approved for up to 30 days.

Second Situation: A DoD civilian employee and his/her EFMs are on COVID-19-related departure orders and residing in commercial quarters. The DoD civilian employee commences Permanent Change of Station (PCS) travel to his/her next duty assignment overseas, which terminates the departure orders. If the gaining overseas location is not yet at Phase 3, and if EFMs may not yet travel to the overseas location, TSMA may be approved for these situations up to 30 days.

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Third Situation: A DoD civilian employee is on Temporary Duty (TDY) orders and residing in commercial quarters with EFMs. The DoD civilian employee commences PCS travel to his/her next duty assignment overseas, which terminates the TDY orders. If the gaining overseas location is not yet at Phase 3, and if EFMs may not yet travel to the overseas location, TSMA may be approved for these situations up to 30 days.

Applicants for this special TSMA must provide written documentation of COVID-19-related travel restrictions. The approval authority for the special TSMA is the applicable DoD Civilian Advisory Panel representative designated in accordance with the Joint Travel Regulations. This authority may not be delegated.

The DoD point of contact is Ms. Ann Lee, Office of the Executive Director, at ann.y.lee6.civ@mail.mil or (703) 693-3002.



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cc:

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